ASAP Enrollment for Financial Assistance Recipients New to ASAP

What are the steps to complete an enrollment in ASAP for recipients new to ASAP?

Step 1: Initiate Enrollment

The recipient organization must complete the USFWS ASAP Enrollment Form. The completed form is submitted to the FWS program awarding the grant or cooperative agreement. The FWS program completes their portion of the form and forwards the form to the Systems Branch.

The Systems Branch will initiate the recipient's enrollment by entering in ASAP the information specific to that organization including the organization's individual that will serve as the Point of Contact (POC). If the recipient organization has never enrolled in ASAP with any other federal agency, ASAP will assign the recipient organization's Point of Contact a User ID and send an email to the Point of Contact with the User ID and a link to set up security questions and a password. This step cannot be completed until a temporary password is received by the Point of Contact. The temporary password is sent to the Point of Contact by regular mail. **If you do not want to wait for the password to arrive by regular mail or you have not received a temporary password, the Point of Contact can call the U.S. Treasury's ASAP Helpdesk at 855-868-0151 Option 2 Payments, then Option 3, ASAP. The Federal Reserve will send the Point of Contact a temporary password via email.**

If the recipient organization is enrolled in ASAP with another Federal agency, the Point of Contact will receive an email notifying them that banking data must be entered to connect with the FWS agency location code (ALC). Please go to the "ASAP Enrollment for Financial Assistance Recipients Already Enrolled with One or More Federal Agencies" for the remaining steps.

Step 2: Define Officials

After receiving the email notification, the Point of Contact has up to 45 days to act on a pending enrollment. It is the responsibility of the Point of Contact to define the organization's officials which include the Head of Organization (HOO), Authorizing Official (AO) (the individual responsible for defining and maintaining the Recipient Organization information, including the individual(s) who will have access to perform payment requests for the organization), and Financial Official (FO). A Re-delegated Head of Organization (RHOO) and another Point of Contact can also be defined.

Once entered, each official identified is assigned a User ID in ASAP and will receive an email notification with the User ID and a link to set up security questions and a password. This step cannot be completed until a temporary password is received by the organization's official. The temporary password is sent to the official by regular mail. **If you do not want to wait for the password to arrive by regular mail or you have not received a temporary password, the official can call the U.S. Treasury's ASAP Helpdesk at 855-868-0151 Option 2 Payments, then Option 3, ASAP. The Federal Reserve will send a temporary password via email.**

Upon initial entry, the Point of Contact must accept the role before proceeding. If not accepted, the Enrollment Initiator is notified, and corrections made or a new Point of Contact defined.

The Point of Contact can add and modify officials at any point during or following an organization's enrollment process.

Step 3: Approve Officials

After receiving email notification, the Head of Organization has up to 45 days to act on a pending enrollment. The Head of Organization is the top management official who establishes the authority for Organization to use ASAP. This is done by approving the Authorizing Official and Financial Official and, if entered by the Point of Contact, the Re-delegated Head of Organization. The Head of Organization can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the Head of Organization can only approve officials.

If the Head of Organization chooses, a Re-Delegated Head of Organization can assume the responsibility for approving officials at the time of enrollment or for managing changes to officials in the future. To do so, the Head of Organization needs to approve or enter/approve the Re-Delegated Head of Organization.

Whether the organization is pending enrollment or active, all new and modified officials must be approved, if entered by the Point of Contact, before the changes go into effect. Once approved, the officials are sent email notifications. As with the previous roles, their User IDs and passwords are sent in separate emails for security purposes.

Step 4: Define Users and Roles

Before an organization can become active, the Authorizing Official must complete the organization's enrollment profile and name the organization's users. After receiving email notification, the Authorizing Official has up to 45 days to define the Recipient profile. This involves reviewing the prepopulated data, making changes, if applicable, and submitting. This step must be completed before naming the organization's users and their roles in ASAP.gov.

The organization users are responsible for the day to day operations for the organization. At least one user with the role of Payment Requestor must be named for a Recipient Organization. The Payment Requestor is the individual that will be requesting funds on behalf of the organization.

The Authorizing Official can add and modify users at any point during or following an Organization's enrollment process.

Step 5: Add Banking Information

Before an organization can perform payment requests, it must be active and have banking information defined. After receiving email notification, the Financial Official has up to 45 days to add at least one valid bank account. The Financial Official can add up to 8 unique bank accounts with a corresponding payment method, i.e. 4 with ACH and 4 with Fedwire. A bank account that is designated as "ACH/Fedwire" is counted as 2 separate accounts.

Bank accounts entered as "ACH' for the payment method have a waiting period of up to 7 business days before they are available for use.

The Financial Official can add and modify banking information at any point during or following an Organization's enrollment process.

Step 6: Enrollment Activation

After a new Recipient Organization's profile is completed by the Authorizing Official and at least one Payment Requestor is defined, the organization is ready to be activated. This is an automated process that occurs within 24 hours after the Authorizing Official satisfies the enrollment requirements.

Step 7: Treasury Validation Period

Even though the enrollment is activated, Treasury imposes a 10 business day bank validation period that begins on the date the Recipient Org Status becomes "Active" during which the federal agency cannot send funds to the newly activated account. Once the 10 business bank validation period ends, additional steps must be taken by the Systems Branch and the FWS program before the funds are made available to the recipient.

For additional assistance on ASAP enrollment, the recipient can view the ASAP Enrollment tutorial. A full tutorial can also be viewed when the recipient logs into ASAP and clicks on Help and find "Recipient Enrollment" tutorial. If after working through the tutorials and they find that they need additional assistance with their ASAP enrollment, please email the Systems Branch at fwhqfas@fws.gov with the following information:

Recipient Name:
Person to Contact:
Phone Number:
ASAP Recipient ID:
FBMS Award Numbers (ask their Service Project Officer for this information):
Description of Error Message: Please be very specific. Provide a screen shot if possible.

For additional information on the ASAP Enrollment Process, please refer to the ASAP Enrollment Process Flowchart.